

**POSITION DESCRIPTION: CLINICAL TEAM LEADER (Social Work, Psychology (Clinical, Counselling), Mental Health Nursing and Occupational Therapy).**

Hours:	FULL TIME
Location:	GEELONG
Reports to:	CLINICAL LEAD AND CEO

### **The Organisation:**

Australian Childhood Trauma Group specialises in childhood trauma and attachment. We provide therapeutic support services to government and non-government agencies, schools and individuals.

We are committed to being a child safe organisation and take child protection seriously. As an employee of the Australian Childhood Trauma Group you are required to meet the behaviour standards outlined in our Child Safety Code of Conduct. If you are successful you will receive a copy of this code as part of your induction. You may request to view the code prior to being interviewed for this position.

The ACT Group acknowledges Aboriginal and Torres Strait Islanders, as the traditional custodian of this land. We pay our respects to their elders, past and present, and their children and young people who are destined to be the leaders of the future. We acknowledge their culture and history, and their commitment to raising safe and strong children

***Our vision is a world where the risk of complex trauma is eliminated, and survivors have access to effective services without prejudice.***

### **Our values:**

Fairness,  
Respect,  
Equality,  
Excellence

### **Working with the ACT Group, you will gain:**

- Opportunity to work in a specialist area in trauma informed care
- Supportive team environment with a strong focus on building positive team culture
- Opportunity to engage with children, young people and their families
- Ongoing professional development, and internal supervision opportunities.
- Flexible working arrangements
- Opportunity to oversee and support the junior clinical team in delivery of services and implement professional development activities

## Job Summary

The Clinical Team Leader is a full-time role and will be an experienced and innovative allied health professional with considerable knowledge and experience in the delivery of mental health services for children and young people. The Clinical Team Leader will lead a multidisciplinary team of professionals and will report to the Clinical Lead and CEO. As the Clinical Team Leader, you will be responsible for overseeing and supporting the junior clinical team in the delivery of services.

This role will ensure that ACTG's Practice Framework is delivered effectively, that it is operating within best practice standards and, with the CEO and Clinical Lead, will ensure all psychosocial services are operating consistently across the country.

The team leader will provide clinical supervision to the junior team, implement and plan for professional development activities and provide daily guidance with practice issues and responsibilities including child protection and risk responses. Clinical oversight for the team sits first with this role, however the Clinical Lead has the direct management and performance management responsibility for all team members and will support the team leader in managing high risk issues that are escalated. This role reports to and will work closely with the CEO in mapping and coordinating support needs of the team as a whole and of the individuals within the team.

The team leader will provide direct support to children young people, carers and parents and maintain a small caseload. Supports may be in the form of individual support, counselling, assessment and group-based interventions.

The team leader will be a confident communicator who is able to positively engage a range of stakeholders including children, young people, carers, families and other stakeholders. This role has responsibilities in improving ACTG's reach to children, young people and families impacted by trauma through advocacy work and relationship building with key external allied health, medical, psychosocial and education stakeholders to help develop referral networks.

## Responsibilities & duties

### Responsibility 1 – Clinical Services

#### Duties:

- Maintain a commitment to child safety and wellbeing, including adhering to the ACT Group's Code of Conduct and Child Safety standards in all areas of work with the ACT Group.
- Provide therapeutic support services to children, young people, families and adults
- Complete functional behaviour assessments
- Develop Positive Behaviour Support plans and other Therapeutic Care Plans (TCPs) and train staff and carers to implement the plan, along with the participant
- Assist participants in addressing underlying causes of behaviours of concern or challenging behaviours in a way that reduces the occurrence and impact of these on their life
- Work to reduce or eliminate the use of restrictive practices

- Feedback sessions with parents/carers/case workers/guardians, school staff, etc.
- Secondary consultations with parents/carers/case workers/guardians, school staff, etc.
- Keep appropriate client notes in a professional manner and at the standard of the appropriate professional association
- Keep up to date with legal requirements for professional registration
- Maintain highest levels of confidentiality in all matters
- Undertake a clinical load providing direct clinical services to children, young people, carers and families that equates to 18 to 20 billable hours per week, this to be reviewed in a congruent manner according to staff levels.
- Report writing, documentation and billing related to clinical services or assessment
- Record data and service delivery time
- Maintain strict adherence to Practice Framework and Clinical Guidelines

## **Responsibility 2 – Clinical Supervision**

### Duties:

- Monitor and lead the ongoing development and improvement of clinical services at ACTG
- Provide clinical leadership, consultation and expertise to ACTG junior clinicians in the delivery of trauma specialist evidence-based support to all service users.
- Provide clinical supervision and support to junior clinical staff and oversee staff development.
- Lead and participate in multidisciplinary meetings, supervision and case conferences that contribute to high quality outcomes for ACTG service users and ensure clinical review meetings occur regularly.
- Provide leadership in the development and implementation of new projects and initiatives.
- Contribute to the vision, strategic planning and relevant policy development, for ACTG and actively participate as a member of the management team.

## **Responsibility 3 – Administration and Professional Development**

### Duties:

- Maintain high standards of file management ensuring that accurate notes are recorded, file audits completed, and all consumer files are stored in line with legislative requirements and organisational policies and procedures.
- Participate in data collection and evaluation processes that contribute to service improvement.
- Build and maintain effective relationships with key stakeholders involved in the provision of health, mental health and psychosocial services to children and young people.
- Other duties consistent with the position where required and/or requested by the CEO.

### **In compliance with our standards for Child Safety you are also required to:**

- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your charge.
- Act as a positive role model for children and young people.
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- Maintain valid 'working with children' documentation.
- Undergo periodic 'national criminal history record' checks.
- Report to management any criminal charges or convictions you receive prior to and during the course of your employment/volunteering that may indicate a possible risk to children and young people.

### **Academic qualifications & requirements**

#### **Essential**

- Approved tertiary qualification in an allied health discipline including social work, psychology (clinical, counselling), mental health nursing and occupational therapy.
- Full registration as a Psychologist (with AHPRA registration) or Mental Health Social Worker accreditation from AASW.
- Advanced level of clinical skills and demonstrated experience in trauma aware practices
- Proven ability in the leadership of multidisciplinary teams, including the provision of clinical supervision and the facilitation of clinical review and management of risk for less experienced staff
- Proven experience in providing clinical support, debriefing and supervision to team members who provide psychosocial support to children and young people, carers and families
- Proven experience in developing and maintaining stakeholder and professional relationships
- Hold a valid Working with Children Check at all times and undergo Criminal Records Checks as required.
- Travel and conduct outreach work in schools, family homes and other community settings, as required.
- Ability to work outside of normal business hours, including interstate travel.

### **Work experience & skills**

#### **Essential**

- Minimum 5 years' experience in the workforce in the fields of health, disability, education or social services
- Thorough understanding of trauma informed practice and the effects of complex trauma
- Experience conducting functional assessments and implementing Positive Behavioural support plans that are in line with NDIS requirements

- Advanced knowledge in specific interventions for childhood trauma and experience in dyad therapies
- Systemic interventions
- Critical thinking and analytical skills
- Excellent written and verbal communication, formal report writing skills and proactive problem-solving skills.
- Excellent computer skills including all Microsoft office applications.

### Desirable

- A tertiary, post graduate degree, preferably clinical (e.g., MSW, Clinical Psychology, Psych Registration)
- Demonstrated experience working with an array of clinical modalities including but not limited to trauma aware practice, and relevant therapeutic models

### Knowledge/Skills

- Good computer and digital communication skills
- Strong organisational/project planning and time management skills
- Strong attention to detail and good initiative
- Ability to think creatively
- Strong communication and skills in developing stakeholder relationships
- Knowledge of legal obligations relating to activities

## Personal qualities & behavioural traits

### Essential

- You will possess a willingness and capacity to embrace the Mission and Values of the Australian Childhood Trauma Group
- Self-motivated, ability to work autonomously when required and work well within a team setting to contribute to maintaining an effective clinical team focused on achieving against key performance indicators of ACTG
- Be flexible and able to share discipline specific expertise with the team and work respectfully within a multidisciplinary team
- Approachable, ability to listen actively, friendly and professional
- Excellent interpersonal skills, can build positive, professional relationships internally and externally, working with children, young people, families, governing bodies and other community organisations
- High level of honesty and integrity
- Maintain high levels of confidentiality
- Adaptable to change
- Dynamic and creative

## Relationships

This position will be trained and supported by the Clinical Lead and CEO with ongoing support and regular supervision.

## Conditions of Employment

The successful applicant will be subject to a Working with Children Check and Criminal History Records Check where applicable. Our organisation undertakes several screening processes to ensure the appropriate protection of children in our care. This includes reference checks, an identity check, qualification checks, and professional registration checks.

## Hours of Employment

As negotiated at interview: Full Time.

## Acknowledgement

*If have read and understood the requirements of this position.*

Signed:	Name:	Date:
Signed by Clinical Lead:	Name:	Date: